

Thank you for your interest in serving as an intern in the Salisbury office of Senator Elizabeth Dole. We are pleased to share the following information with you.

An internship in Senator Dole's Salisbury office provides students interested in public service an excellent opportunity to observe our democracy at work and participate in the legislative process. Interns witness the workings of a Congressional office from a unique perspective and develop knowledge and professional skills that will prove to be invaluable in future career pursuits.

Senator Dole has long encouraged young people to become involved in the political process. As a public servant for over 35 years, she strongly believes that public service is a noble thing to do and a wonderful way to give back.

The Intern Program is open to qualified undergraduate students who have displayed a commitment to public service and have achieved academic excellence. While preference is given to North Carolina residents, students from all areas are encouraged to apply. Internships are strictly voluntary and are available throughout the year. Attached you will find the required application and an outline of additional materials that are necessary to complete your Application Packet.

Please mail your required information to Senator Elizabeth Dole, 225 North Main Street, Suite 304, Salisbury, NC 28144.

We look forward to hearing from you.

**Office of Senator Elizabeth Dole
225 North Main Street, Suite 304
Salisbury, NC 28144
(704) 633-5011**

**Internship Application Form
please print or type**

Full Name: _____ Today's Date: _____

Social Security Number: ____-____-____ Date of Birth: ____-____-____

School Address: _____ Home Address: _____

Telephone Numbers: School: ____-____-____ Home: ____-____-____ Cell: ____-____-____

Email Address: _____

Citizenship: Are you a citizen of the United States? (Circle One) Yes No
If no, what type of visa do you hold? From what country? _____

Are you a registered voter? (Circle One) Yes No

Do you live in North Carolina? (Circle One) Yes No

Availability:

I understand that I am applying for an unpaid internship. I will be available to work ____ hours per week.

I am available Full-Time: _____

I am available Part-Time: _____ at the following times:

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

School currently attending: _____

Year in School AS OF TODAY: (Circle One) Freshman Sophomore Junior Senior

Major: _____ Minor: _____

G.P.A. _____

Advisor's Name and Telephone Number: _____

Will you be earning College Credit for your Internship? (Circle One) Yes No
Note: Awarding academic credit is at the discretion of your academic institution.
Arrangements for credit should be made prior to beginning the internship.

Honors and Activities: _____

Previous work Experience: _____

On a separate sheet of paper, please complete each of the following essay questions, in 350 words or less:

1. How did you become interested in public service?
2. Why do you wish to intern in the Office of Senator Dole?
3. What do you hope to accomplish during your internship?

Signature _____ Date signed _____

I certify, to the best of my knowledge and belief that the information contained herein and attached to this application, is accurate, true, and complete. I understand that false or fraudulent information on or attached to this application may be grounds for not considering my application, or terminating my internship after it begins.

Please remember to attach all required materials (current resume, cover letter, three completed essay questions, two letters of recommendation, and a copy of your unofficial transcript). Your packet must be complete in order to be considered for an Internship with Senator Dole.

Thank you for your interest in serving in the Office of Senator Dole.

Application Process

To be considered for an internship, your Application Packet must include all items listed below. It is very important to provide complete and accurate information. Failure to do so could delay or prevent the review of your application. Please submit all materials together. Only complete Application Packets will be accepted for consideration.

Your Application Packet must include the following:

- _____ Internship Application Form
- _____ Current Resume
- _____ Cover letter indicating the applicant's primary area of interest (i.e. public policy, media, administrative support)
- _____ Completed essay questions (3)
- _____ Letters of recommendation (2)
(Non-family members; photocopies are fine)
- _____ Transcript (photocopy is fine)

Required interviews for candidates are scheduled in Senator Dole's Salisbury Office.